

City of Fairfax Electoral Board
10455 Armstrong Street
(Sisson House)
Fairfax, VA 22030
(703)385.7890

SEND TO: City of Fairfax Electoral Board
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(Sisson House)
Fairfax, VA 22030

Get Involved...

A rewarding way to get involved in the democracy in which our nation was founded is to serve as an Election Officer. Approximately 80 officers are needed to help conduct elections in the City of Fairfax.

Qualifications...

- You are registered to vote in the Commonwealth of Virginia.
- You enjoy meeting people & serving the public.
- You are able to take direction well & are not easily distracted.
- You do not hold elected office or are not the employee or Deputy of an Elected Official.
- You must be available to work an entire Election Day (i.e. 14 to 16 hours or more).
- You must be willing to swear an oath to uphold the Constitution of the United States of America and the Commonwealth of Virginia.

Compensation...

Chief Officer \$160.00
Deputy Chief Officer \$140.00
Procedural Specialist \$140.00
Electronic Poll Book Specialist \$120.00
Regular Election Officer \$120.00

Duties...

Precinct Officers....

- Arrive at the polling place at 5:00 am on Election Day.
- Set up voting machines, Electronic Poll Books and signs to prepare the polling place for voting.
- Process voters by checking their names off lists.
- Operate voting machines & electronic poll books.
- Tally results, secure machines and

CAP Officers...

(Central Absentee Precinct)

- Check names of voters on lists of absentee applicants.
- Record poll book count numbers.
- Record voting machine count.

Training....

- Classes lasting about 2 hours are held usually the week before Election Day.
- Extra training is available on an “as needed” basis.

Election Schedule...

- General Elections are held each year on the first Tuesday after the first Monday in November.
- Primary Elections, if held are usually scheduled for the second Tuesday in June.
- Special Elections are scheduled as necessary.
- City Elections are held on the first Tuesday in May on even numbered years.

Polling Place Assignments...

Whenever possible, Election Officers are assigned to their “home” precincts. However, if there are no vacancies at your polling place, you may be assigned to a nearby precinct or asked to work the Central Absentee Precinct (CAP).

GET INVOLVED IN THE ELECTORAL PROCESS. FILL OUT THE FORM ON THE REVERSE SIDE AND MAIL IT TODAY.
THANK YOU!



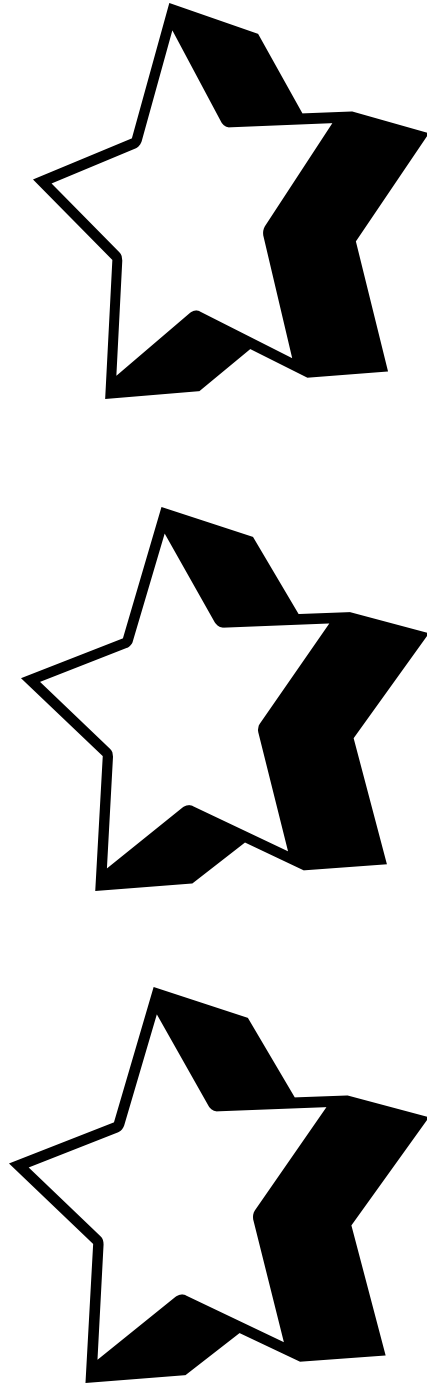
Work at the Polls on Election Day!

How to be an
Election Officer



*The strength of a democracy
depends on the level of
involvement of its citizens.*

*You are invited to share in
the responsibility of our
democracy by becoming an
Election Officer.*



☐ YES! I want to be an Election Officer for the City of Fairfax

Name: _____

Address: _____

City: _____ Zip Code: _____

Social Security Number: _____ Email: _____

Home Phone: _____ Work Phone: _____

I do not hold elected office, paid or unpaid, under the Government of the United States of America, Virginia or any Virginia County, City or Town, and am not the Deputy or an employee of an elected official.

Signature _____ Date _____